Keystone Learning Services Staff
Network Privacy and Acceptable Use Policy

FOR STAFF MEMBERS
It is the intention of Keystone Learning Services to protect the privacy of staff members who use the service center computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the service center. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of Keystone.

Acceptable and Unacceptable Uses
The computers, computer network and messaging systems of Keystone are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the staff members' primary job function.

Use of other school equipment such as printers, copiers, fax machines, overheads, etc. are not allowed for personal usage. Copies of personal materials including college classes are not allowed on school district or Keystone's equipment.

The following are uses which are unacceptable under any circumstances:
- transmission of any language or images which are of a graphic sexual nature
- transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- transmission of mass mailings not directly related to the responsibilities of your position or to an instructional activity (no forwarding chain letters)
- uses that constitute defamation (libel or slander)
- uses that violate copyright laws
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- any commercial or profit-making activities
- any fundraising activities, unless specifically authorized by an administrator

Security and Integrity
Staff members shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the District Technology Coordinator or school Administrator). This includes bypassing the school's network and/or proxy filter.

Staff members shall report to the System Administrator or a service center administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

Staff members may not use a privately owned computer or networked device without permission from the service center. Permission may be granted only after verifying that a device does not contain a virus which could spread through our network.

Right of Access
The operational and security needs of Keystone's computer network and messaging systems require that full access be available at all times. Keystone therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of Keystone and staff members should have no expectation of privacy.

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AGREEMENT
I have read the "Network Privacy and Acceptable Use Policy for Staff Members" relating to staff use of the computers, computer networks, and electronic messaging systems of Keystone Learning Services.

I would like to be given access to the Keystone Learning Services's computer network and any electronic messaging systems. I agree to comply with the "Network Privacy and Acceptable Use Policy for Staff Members" and understand that access to the network and messaging systems is a privilege, which may be withdrawn in the event of noncompliance with the above Policy and may result in disciplinary action. I understand this agreement will be in effect for one school year.

Staff Member Signature: _____

Staff Member Name (PRINT): _____

Date above signed: _____

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Please return the original copy of this form to:
Keystone Office